**JOB DESCRIPTION**

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| **Job Title:** | Team Leader |
| **Organisation:** | Self Help Africa |
| **Location:** | Lusaka, Zambia |
| **Length of Contract**  | Four years – subject to performance |
| **Start Date** | 1 July 2024 |
| **Reports to:** | Zambia Country Director and the GREEN Tech4CE Programme Management Board |
| **Salary & Benefits:**  | Competitive package reflecting the seniority of the post holder and skill set required to manage a EUR 22.7m project. |
| **Organisational Strategy:** | Self Help Africa’s Zambia programme works with local communities to help them improve their livelihoods. Our mission is to alleviate hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches, so that people have access to safe, nutritious and affordable food throughout the year.Self Help Africa has been working in Zambia for over 35 years and has reached over 250,000 smallholder farmers. Our work has been focused on ending poverty and hunger through community-led and market-based approaches. Our experience working with rural communities and smallholder farmers during this time has honed our expertise in addressing climate change and its impact on food production and the environment. While our core work is with small-scale farming families, who make up the majority (70 per cent) of the extremely poor in Zambia, we also implement projects that support communities facing grave humanitarian crises, and we assist farmers and farming cooperatives in sourcing profitable markets locally, nationally and regionally for their produce.We collaborate with companies – both large and small - seeking to create jobs, add value, and develop markets that enable small-holder farmers to trade their goods. We also seek relationships with international businesses and corporations seeking opportunities to invest, collaborate, and develop markets that contribute to economic growth in Zambia. |
| **Project Background:** | Green Recycling Enterprises Engaging in New Technology for a Circular Economy in Zambia (GREEN Tech4CE) will contribute to the promotion of green and sustainable growth in Zambia and promote environmentally friendly, gender/youth-sensitive, economically viable diversification of the economy. It will support the creation and consolidation of start-ups and Micro, Small and Medium Enterprises (MSMEs) that create decent, green economy jobs along value chains for goods and in sectors outside the agriculture, forestry, and biodiversity nexus, with a particular focus on MSMEs created by and/or managed by women and youth entrepreneurs. In 2023, consortium partner Tandem led a study which identified 10 key opportunities, presenting a potential value of US$712 million. The non-agricultural opportunities were separation and collection of waste, trading valuable waste streams (plastic, paper, metal, e-waste), waste to energy (incineration), textile pre-processing and export, glass recycling and manufacturing, production of simple parts for auto, electric and mining (metal and e-waste), and repair and remanufacture of equipment (metal and e-waste). The proposed scoping studies will also explore sectors initially identified in the action document for this call i.e. waste management, food and beverages, climate-smart construction, life sciences, and cosmetics and beauty products and explore how this project can support the commitment of the EU Zambia Strategic Partnership on Critical Raw Material (CRM) to developing sustainable and resilient CRM value chains. The Ministry for Green Economy and Environment (MoGEE) launched the Green Growth Strategy in March 2024 to generate economic growth that is also socially inclusive and environmentally sustainable. Whilst commitments are national, initial findings from Prospero’s MSME database highlights a high concentration of MSMEs operating in the GCD economy in Lusaka, Copperbelt and North-Western provinces, noting in particular high levels of mining waste in these provinces. As ‘take, make, dispose’ is the prevailing consumption norm in Zambia, which is stressing natural resources and increasing waste, action will be required to shift the nation’s mindset to one of ‘reduce, reuse, recycle’. This project will contribute to Zambia’s overall economic growth plan with a triple bottom line of people, planet, and profit. GREEN Tech4CE will use a combination of ‘technical assistance’ and ‘financial support’ to MSMEs, BDSPs, FSPs/investors, and Technical and Vocational Education and Training (TVET)-providers to increase knowledge, skills, demand, and investment in sustainable, profitable GCD activities. The project will improve the formalisation, competences, and management of MSMEs with growth potential by identifying businesses to support, conducting needs assessment of those businesses, and facilitating development of GCD value chains. The project will increase access to finance to improve product quality and product diversification in the GCD economy by issuing grants, strengthening capacity of FSPs, and facilitating linkages between MSMEs and FSPs/investors. The project will improve and expand the support services offered to MSMEs by Zambian BDSPs and FSPs by building knowledge on the GCD economy amongst BDSPs and FSPs and by providing grant support to BDSPs and FSPs to enable them to build upon the services and products that they can offer MSMEs. The project will promote wider public-private sector engagement through networking, and learning/dissemination events. Finally, this project will support innovation and emerging technologies by working with a TVET-provider to establish two FabLabs. |
| **Job Purpose:** | The Team Leader will be the technical and operational head of the **G**reen **R**ecycling **E**nterprises **E**ngaging in **N**ew **Tech**nology **for** a **C**ircular **E**conomy in Zambia (GREEN Tech4CE) Implementation Team. The GREEN Tech4CE is a collaboration between **Self Help Africa** (SHA) and co-applicants **Imani Development (International) Ltd (IDIL), Prospero Limited (Prospero) and Tandem Circular Consulting (Tandem)** to promote and de-risk investment in green sustainable growth in Zambia through creating and sustaining green, circular, and digital economic opportunities for women, men, and youths. The Team Leader will be responsible for ensuring successful implementation of this 4-year, European Union-funded programme through providing strategic leadership, technical oversight and direct management of all activities related to the programme. A key function of this role will be managing the project team, managing effective partnerships with the micro, small and medium-sizedenterprises (MSMEs) / implementing organisations and ensure governance structures function smoothly. The Team leader will also ensure Business Development Service Providers (BDSPs) use technical assistance and grant support to increase the provision of services to MSMEs particularly in the green, circular and digital economy. |
| **Key Responsibilities:** | **PROGRAMME MANAGEMENT**Provide leadership, managerial and technical oversight of the GREEN Tech4CE project in order to facilitate growth of start-ups and MSMEs in the green, circular and digital economy in Zambia. The project further aims to stimulate entrepreneurship, competitiveness, and investment-readiness across the project’s green, circular, and digital economy value chains/clusters. The Team Leader will focus externally for networking and raising awareness of the availability of technical assistance and grant support for business development and internally for effective project management. Specific tasks include:* Ensure effective collaboration mechanisms are in place between SHA and the co-implementing partners Imani Development, Prospero and Tandem Consulting to ensure efficient delivery of the GREEN Tech4CE project.
* Effective relationship management with, and quality communications and reporting to the EU Delegation in Zambia and the Programme Steering Committee
* Lead and manage all aspects of the programme cycle: design, planning, implementation, quality and accountability, monitoring and evaluation.
* Support contracting of external consultants where required to address grantee capacity needs
* Work in close liaison and ensure effective communication with the Lead Firms and other stakeholders including SHA programme staff and the donor to coordinate coherent and consistent delivery of the programme objectives
* Provide technical input for the implementation of the programme including in the preparation of work plans, strategies, training materials, guides and manuals and value chain integration;
* In liaison with the Technical Advisors, ensure effective integration of core technical areas – Enterprise Development in green, circular and digital economy and Environmental Considerations as well as, Gender and Social Inclusion;
* Represent SHA at government, donor, NGO and other relevant events and ensure that the GREEN Tech4CE project collaborates and networks stakeholders;

**GRANTEE SELECTION, CONTRACTING**Manage the application, investment appraisal and selection process including completion of all assessment visits, internal review and independent selection meetings and ensure that action is taken on the minutes. Specific tasks and activities include the following:* Manage the selection process including completion of all organizational assessments, internal reviews, assessment and briefing of independent assessors.
* Support the screening, investment appraisal and selection of programme applicants, including due diligence process
* Facilitate the assessment of the Lead Firms’ capacity building needs and design and lead activities that build capacity of SMEs/Lead Firms to address relevant technical and management constraints
* Review of draft business plans and supporting documentation to ensure completeness, consistency and adherence to the grant terms and focus
* Review of all contracting documentation and grant agreements to ensure they meet programme and client requirements

**OPERATIONAL AND FINANCIAL MANAGEMENT**Ensure that the programme in implemented using value for money principles for effective and efficient delivery.Specific tasks include:* Supervise the Grants team, other staff and consultants and facilitate effective teamwork and coordination
* Manage the programme budget effectively.
* Compile periodic programme reports as required by the donor and SHA
* Ensure compliance by SHA and partners with contract requirements in planning, financial management procurement, branding, monitoring and reporting, and facilitate further training where necessary
* Act as a focal point within the SHA country office to ensure all programming, financial and administrative matters related to the programme comply with donor and SHA policies and procedures and are transparently, expediently and effectively managed in line with established processes, rules and regulations
* Monitor external context and carry out adjustments to project plans where necessary
* Conduct periodic reviews of staff performance in keeping with SHA’s performance management system and mentor staff to ensure high levels of motivation, commitment, capacity and teamwork
* Ensure all SHA safety and security guidelines are followed and that all safety or security incidents (fires, accidents, theft, etc.) are recorded and reported
* Ensure efficient use and management of project resources including transport.

**MARKETING, COMMUNICATIONS and VISIBILITY**Ensure effective marketing of the Grant Support Fund to potential applicants including networking and launch events that give visibility of the fund to the Zambian SMES, public and all key stakeholders. Specific tasks and activities include the following:* Putting in systems that will attract high-potential and growth-oriented Lead Firms to the GREEN Tech4CE project
* Develop and define key messages for the target market
* Support the planning, marketing and launching of the windows of the Grant Support Fund.
* Ensure that the in-country Communications Officer along with the SHA Communications team implement an effective project visibility strategy

**PLANNING, MONITORING, REPORTING AND RESULTS**Monitoring and reporting on the progress of the project technically and financially on a quarterly and half-yearly basis to reduce and manage risks. Specific tasks include:* In conjunction with the M&E Advisor, facilitate monitoring and documentation of learning by ensuring that effective mechanisms are in place to monitor activities and outputs and assessments for programme quality and impact and ensure programme implementation is on time, target and budget;
* Ensure a monitoring plan is in place and undertake project monitoring visits from time to time
* Ensure that the Technical staff check grantee reports and ensure that they are compliant with set policies and procedures
* Work with the M&E team and project staff to ensure the measures necessary are in place to reduce and manage risk in the portfolio
* Build in clear accountability, complaints management and appeals mechanisms
* Provide oversight of the review, analysis and assessment of grantee performance against KPIs by the Senior Portfolio and Portfolio Managers
* Facilitate the independent and timely work of the Quality Assurance function within the project
* Ensure effective communication and dissemination of programme results

**OTHER*** Any other tasks as assigned by the Line Manager
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| **Key Relationships:** | **Internal*** Zambia Country Director
* GREEN Tech4CE Programme Management Board
* Head of Programmes
* Head of Finance and Administration
* Team Leader ENTERPRISE Zambia Challenge Fund
* Finance and Administration Team
* Southern Africa Regional Director
* All Programme Coordinators
* Communication Officer
* Regional Enterprise Advisor
* Desk Officer - Zambia
* HO Management Team
* Imani Development, Prospero and Tandem Consulting Team

**External*** EU Delegation in Zambia
* Lead Firms/SMEs/Implementing Partners
* Stakeholders including government, research institutions, regional financial institutions, Financial Service Providers (FSPs), Business Development Service Providers (BDSPs), Technical and Vocational Education and Training (TVET) providers, external auditors, and private companies and coordinating bodies
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| **Knowledge and Experience:** | **Essential*** Significant experience leading the implementation of development programmes – ideally with a focus on SMEs in green, circular and digital economy
* Demonstrated experience in the effective, on-time delivery of large-scale projects
* Strong project management skills and understanding of project cycle management approaches and tools – including planning, project appraisal, monitoring and evaluation and partners’ capacity building
* Experience of multi-year Private Sector Development programmes in Zambia, ideally including Challenge Funds
* Excellent communication, interpersonal and team building skills
* Experience and ability to proactively network with private sector, development partners and government departments
* Understanding of the requirements of a business support operator: functional marketing, business planning, enterprise finance and investment, business growth advisory service or related areas.

**Desirable*** A thorough understanding of the green and circular economy principles and; sustainable business practices
* Familiarity and experience with EU regulations preferred
* Commercial business experience from working in the private sector
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| **Qualifications/Other Requirements:** | **Essential:** * Master’s Degree in Environmental Science, Sustainability, Business Administration, Management, Finance, Economics or related field required;
* Strong computer skills especially with MS Word and Excel and other related packages
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| **Role Competencies:** | * Results-oriented with excellent organisational and communication skills, as well as enthusiasm and initiative
* Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values
* Attention to detail and the ability to produce timely and accurate reports
* Ability to work as part of team across different cultures
* Ability to work under pressure and on own initiative
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*This Job Description only* *serves as a guide for the position available and SHA reserves the right to make necessary changes.*

This Job Description has been read and clearly understood.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Self Help Africa is committed to equal employment opportunities**